

VIRGINIA DEPARTMENT OF TRANSPORTATION

ADMINISTRATIVE SERVICES DIVISION

1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219

BIDDER'S/OFFEROR'S MAILING LIST APPLICATION

Bidder/Offeror registration with the Virginia Department of Transportation (VDOT) is required to be eligible to submit bids/offers, or be awarded contracts or purchase orders. See instructions for preparation on page 2.

1. Company Information: Federal Employer's I.D. Number:

If Individual, Social Security Number, Last name

First name

Name of Company:

2. Address to which Solicitations are to be mailed:

Street Address 1:

Street Address 2:

P. O. Box:

City:

State:

Zip:

Country if other than United States:

Telephone Number:

Fax Number for Bids:

3. Address to which Remittances are to be mailed, if different from above:

Street Address 1:

Street Address 2:

P. O. Box:

City:

State:

Zip:

Country if other than United States:

Telephone Number:

Contact Name:

(Last name)

4. Type of Ownership or Business (Enter only if applicable) - See Page 2 for Definitions. Select ONLY one type.

☐

(1) Small Business

☐

(2) Minority Owned or controlled

☐

(3) Female owned or controlled:

5. Type of Organization - Select ONLY one type.

☐

(1) Corporation

☐

(2) Partnership

☐

(3) Individual

☐

(4) Medical Corporation

The undersigned hereby certifies the above and foregoing information is a full, true and a correct statement of the facts. It is understood that failure to respond on three (3) consecutive spot or one (1) term contract solicitation for any given class could result in removal from VDOT's mailing list.

Authorized Signature

Title

Printed Name

Date

INSTRUCTIONS FOR PREPARATION OF BIDDER'S/OFFEROR'S MAILING LIST APPLICATION

Please respond to each of the five (5) numbered items on the first page of the application form, along with the detail pages showing which areas and commodity/service codes of goods/services you can supply VDOT.

Forward the completed application to VDOT, Administrative Services Division, 1401 East Broad Street, Richmond, Virginia 23219 for review and processing.

Additional explanation is offered for the following item numbers and pages.

Item 1. Enter your firm's Federal Employer's Identification Number, unless you are applying as an individual (Item 5), in which case enter your social security number. The Bidders's mailing list is computerized and your firm can only be recognized by these unique numbers. Enter the firm's name under which bids/offers will be submitted to VDOT. Purchase orders and invoices must be issued in the same name.

Item 2. Enter the address and Fax telephone number at which Invitation for Bids/Request for

Proposals are to be sent. Space for a nine-digit zip code has been provided. If you use the five-digit code, please enter it in the first five spaces from the left.

Item 3. Enter the address to which remittances are to be mailed if different from Item 2.

Page 3. For purposes of Bidder/Offeror registration, Virginia is divided into counties and cities as listed. See Virginia State map attached. Applicant may elect to supply their goods or services statewide or select individual counties/cities in which to deliver. Solicitations will be mailed only for the counties/cities designated.

No firm or individual will be placed on the mailing list to receive solicitations at different addresses for the same commodity/service code in the same area. Two branches of the same company may bid for delivery in the same areas only if bidding/offering on different items.

BUSINESS DEFINITIONS

Minority Business

The following definition of "Minority Business" may be found in Title 2.1, Chapter 7.5, code of Virginia.

"A Minority Business is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to, Blacks, Hispanic Americans, Asian Americans, American Indians, Eskimos, and Aleuts."

As defined by the Department of Minority Business Enterprises:

"The term 'Minority Business Enterprise' means a business at least 50 percent of which is owned by minority group members or, in case of a publicly owned business, at least 51 percent of the stock of

which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to, Blacks, Hispanic Americans, Asian Americans, American Indians, Eskimos, and Aleuts."

Small Business

"Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has fewer than 500 employees or less than \$3,500,000 in annual gross receipts.

Female Owned or Controlled

A "Female Owned or Controlled Business" is a business enterprise at least 50 percent of which is owned by females or in the case of a publicly owned business at least 51 percent of the stock of which is owned by females.

VIRGINIA DEPARTMENT OF TRANSPORTATION
ADMINISTRATIVE SERVICES DIVISION
County/City Registration

D. ID/SSN: _____

se indicate the areas you desire to provide goods/services, etc., statewide or by specific counties/cities locations. All other Cities
owns not listed are considered to be part of the county in which they are located.

(999) Statewide (If you check statewide - do not check any locations below)

- | | | |
|------------------------------|-----------------------------------|-----------------------------------|
| (001) Accomack County | _____ (026) Dinwiddie County | _____ (063) New Kent County |
| (002) Albemarle County | _____ (028) Essex County | _____ (065) Northhampton County |
| (003) Allegheny County | _____ (029) Fairfax County | _____ (066) Northumberland County |
| (004) Amelia County | _____ (030) Fauquier County | _____ (067) Nottoway County |
| (005) Amherst County | _____ (031) Floyd County | _____ (068) Orange County |
| (006) Appomattox County | _____ (032) Fluvanna County | _____ (069) Page County |
| (000) Arlington County | _____ (033) Franklin County | _____ (070) Patrick County |
| (007) Augusta County | _____ (034) Frederick County | _____ (071) Pittsylvania County |
| (008) Bath County | _____ (035) Giles County | _____ (072) Powhatan County |
| (009) Bedford County | _____ (036) Gloucester County | _____ (073) Prince Edward County |
| (010) Bland County | _____ (037) Goochland County | _____ (074) Prince George County |
| (011) Botetourt County | _____ (038) Grayson County | _____ (076) Prince William County |
| (012) Brunswick County | _____ (039) Greene County | _____ (077) Pulaski County |
| (013) Buchanan County | _____ (040) Greenville County | _____ (078) Rappahannock County |
| (014) Buckingham County | _____ (041) Halifax County | _____ (079) Richmond County |
| (015) Campbell County | _____ (042) Hanover County | _____ (080) Roanoke County |
| (016) Caroline County | _____ (043) Henrico County | _____ (081) Rockbridge County |
| (017) Carroll County | _____ (044) Henry County | _____ (082) Rockingham County |
| (018) Charles City County | _____ (045) Highland County | _____ (083) Russell County |
| (019) Charlotte County | _____ (046) Isle Of Wight County | _____ (084) Scott County |
| (020) Chesterfield County | _____ (047) James City County | _____ (085) Shenandoah County |
| (064) City of Chesapeake | _____ (049) King And Queen County | _____ (086) Smyth County |
| (111) City of Fredericksburg | _____ (048) King George County | _____ (087) Southhampton County |
| (027) City of Hampton | _____ (050) King William County | _____ (088) Spotsylvania County |
| (118) City of Lynchburg | _____ (051) Lancaster County | _____ (089) Stafford County |
| (094) City of Newport News | _____ (052) Lee County | _____ (090) Surry County |
| (123) City of Petersburg | _____ (053) Loudoun County | _____ (091) Sussex County |
| (127) City of Richmond | _____ (054) Louisa County | _____ (092) Tazewell County |
| (061) City of Suffolk | _____ (055) Lunenburg County | _____ (093) Warren County |
| (075) City of Virginia Beach | _____ (056) Madison County | _____ (095) Washington County |
| (021) Clarke County | _____ (057) Mathews County | _____ (096) Westmoreland County |
| (022) Craig County | _____ (058) Mecklenburg County | _____ (097) Wise County |
| (023) Culpeper County | _____ (059) Middlesex County | _____ (098) Wythe County |
| (024) Cumberland County | _____ (060) Montgomery County | _____ (099) York County |
| (025) Dickenson County | _____ (062) Nelson County | |

VIRGINIA DEPARTMENT OF TRANSPORTATION
ADMINISTRATIVE SERVICES DIVISION
Commodity/Services Code Registration

FED. ID/SSN: _____

Please indicate the commodity/services codes that best identifies the goods or services you want to receive solicitations on from VDOT. To identify these please use the VDOT Mailing List Commodities book. Please feel free to copy this page to list additional commodity/service codes.

Example to register for Sandpaper, you would indicate the Class & Item :

0 | 0 | 5 — 1 | 4

